

# Washington County

## Job Description



<b>Title:</b>	Branch Manager I	<b>Code:</b>	
<b>Division:</b>	Administration	<b>Effective Date:</b>	07/08
<b>Department:</b>	County Library	<b>Last Revised:</b>	03/10

### GENERAL PURPOSE

Performs a variety of **administrative and technical** duties in planning, organizing, controlling and directing public library services for a small branch of the library.

### SUPERVISION RECEIVED

Works under the general guidance and direction of the Library Director.

### SUPERVISION EXERCISED

Provides general supervision to branch library personnel.

### ESSENTIAL FUNCTIONS

Manages and coordinates the implementation of strategic plans; promotes change necessary to meet the demands and interests of a growing patronage; implements action plans to carry out designed strategies; recommends and implements policies and procedures upon approval.

Oversees the ongoing operations of the branch; monitors functions and processes; resolves conflicts and manages problem-solving procedures, public/patron, individual and team; evaluates information and data needed to make effective decisions; evaluates and assesses team decisions to assure consistency and quality; determines priorities affecting the allocation of resources, including budget, personnel, facilities and time; prepares regular reports apprising administration of activity and progress.

Monitors subordinate performance; establishes standards and goals in cooperation with employees; evaluates progress and success; makes recommendations and decisions affecting employee selection, retention, advancement, discipline and termination; manages staff work schedules.

Develops and maintains effective community, municipal and media relations; establishes and maintains relationships and alliances as needed to promote and accomplish organizational mission and objectives; promotes the use and expansion of technological avenues for the delivery of library services.

Recommends annual branch budget; monitors compliance with established fiscal constraints and limitations through reports and communication from the Library Director; carries out assigned fiscal projects.

Participates in the creation of capital improvement plans specific to assigned branch; assists with the coordination of projects in progress; generally manages use and access to facilities; may coordinate security measures necessary to maintain safety of patrons and employees.

Participates in the development and promotion of library services through membership in state, regional and national organizations; influences the direction of the library system by lending expertise to large-scale projects and efforts; directs and participates in various outreach programs.

Participates as a member of the library management team; chairs various committees; coordinates special projects; conducts analysis of research results; contributes perceptions and recommendations related to organizational purpose and mission; participates in problem solving and strategic planning processes.

Directs branch operations related to reference; may respond to detailed reference questions; utilizes all reference avenues of the library in searching and locating information and selection materials.

Conducts personal research to keep abreast of ever-changing direction of library services and methods; promotes the implementation and development of technology and media options to enhance the quality of services and access to growing information centers.

Directs and participates in collection development and maintenance activities for branch-specific collections; evaluates collection for weeding, discard, delete, and obsolete material.

Assistant in selecting new materials; performs training for new staff members; may provide general training to public groups and organizations in explaining library programs and services.

Directs and may perform complete circulation duties; checks books and materials in and out, assures proper sensitizing or desensitizing of coded information; verifies proper barcodes, checks for damaged materials; operates computer to enter and update patron records; identifies patron status in relation to obligations, i.e., fines, and communicates the same to patrons; follows established guidelines in allowing waiver of fines; issues library cards; operates computer to delete items from the collections.

Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with an Associate's Degree;  
AND
  - B. Two (2) years of library experience, one (1) year of which must have been in a supervisory capacity;  
OR
  - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and collaborative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; principles of negotiation and problem solving; library reference, circulation, acquisition, processing, cataloging and classification methods, practices and procedures; Dewey Decimal System; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills; software applications, i.e., Horizon, MS Office; various types of inter/related equipment, specifications and compatibility. **Working knowledge** of computer technologies affecting the future of library operations and services.

**Ability** to direct the work of others; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

3. Special Qualifications:  
None
4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity are also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel and weather conditions that must be mitigated on the property. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)